

Dear Vendor / Supplier:

RE: Conference

PLEASE READ CAREFULLY THE FOLLOWING PROCEDURES FOR SHIPPING INSTRUCTIONS
AS OUTLINED BELOW:

- Please ship and label **ALL** of your boxes/contents as follows:

Name of Conference
C/o Laser International Freight Transport
3218 NW North River Drive
Miami, Florida 33142

Also, please label on the outside of each box the number that corresponds with the Number on the customs information form.

- All of your conference cargo will need to arrive at Laser International's warehouse **7 days prior to the start day of our conference**. This time frame allows Laser to have sufficient time to organize and register your goods to be shipped from Miami and arrive at the Resort to await the start of your Conference.
- Bahamas Customs requires a **very detailed list** on your letterhead of the items being shipped. This list is very important as it is also used for insurance purposes. Please complete the attached customs information form with the following information and fax it to Laser International, Attn: Santi Gabino, Fax: (305) 635-3304 or E-mail santig@gate.net:
 - * Name of your company and contact name
 - * Number of boxes you will be shipping
 - * Description of equipment/materials
 - * Total weight, dollar value and serial numbers of all equipment and materials being sent
- Upon completion of the Conference, Laser will collect your goods from the hotel and forward them on to Miami, in order to clear your shipments through U.S. Customs and arrange for their return to your company. You will be given a shipping label to fill out along with a form indicating forwarding instructions in the US.
- If you have any questions regarding these procedures please contact:
Santi Gabino at Laser International
Phone: (305) 633-4274 or (305) 972-9903
Fax: (305) 635-3304
24/7 Number (305)-972-9903
E-mail: santig@gate.net

Thank you very much for your cooperation.